

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE FOURTEENTH DAY OF AUGUST 2012

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Administration Office Newport, Rhode Island at 5:00 p.m. on August 14, 2012.

Roll call followed the Pledge of Allegiance and Silent Prayer:

PRESENT:

Chair	Frank Landry
“	Cheryl Abney
“	Frank McCauley
“	Charles Laranjo
“	

ABSENT:

Vice Chair	Frank Coleman
Commissioner	Amanda Frye-Leinhos

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

Upon a motion by Commissioner Laranjo, seconded by Commissioner McCauley, and unanimously carried, the minutes of the regular monthly meeting held on July 10, 2012 were approved.

Under communications to this month’s Board meeting, the Secretary requested a motion to receive the communication and the check in the amount of \$779.91 from Beacon Mutual Insurance Co.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Abney and unanimously carried, the correspondence was received and authorization was given to the Secretary to distribute the return among the employees. Congratulations to the staff for their continued risk management work.

Under communications to this month’s Board meeting, the Secretary requested a motion to receive the report on occupancy from HUD with the occupancy percentage of 98.9%.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Abney and unanimously carried, the correspondence was received and congratulations to the staff for their work in reaching a high level of occupancy during the year.

The monthly bills report was presented to the Commissioners.

Upon a motion by Commissioner Abney, seconded by Commissioner McCauley, and unanimously carried, payment of the bills was approved.

The Secretary requested authorization and approval of the following payments:

Authorization and approval for the final change order #'s 22,23,24,25,26,27,28 to Nadeau Corporation reconciling all of the additions in the amount of \$7,885 with the deductions in the amount of \$7,850 with a net amount of \$35.00 for the Weidemann Court project.

Authorization and approval for requisition #11 to Nadeau Corporation in the amount of \$109,268 for the Weidemann Court project.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Abney, and unanimously carried, the above change orders and payment requisition #11 were approved.

Authorization and approval for requisition #1 to TAG Associates, Inc. in the amount of \$24,335.89 for the Park Holm Development Consultant work. Which will be paid from previously approved excess operating reserves.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Abney, and unanimously carried, the above requisition #1 using excess operating funds was approved.

The Secretary presented to the Commissioners for approval agenda items #IV, V, VI which are components to our Energy Performance Contracting efforts at all of our properties.

Upon a motion by Commissioner McCauley, and seconded by Commissioner Abney, and unanimously carried, agenda items #IV, V, and VI were approved.

The Secretary presented to the Commissioners the collection loss report requesting a write off in the amount of \$2,536.45 as uncollectible and classified as bad debt.

Upon a motion by Commissioner Laranjo, and seconded by Commissioner Abney, and unanimously carried, the write off in the amount of \$2,536.45 was approved.

The Secretary submitted to the Board the Consent Calendar items which included the C.O.P. Report, Occupancy, Applications, & Section 8 Report, Resident Services Report.

Upon a motion by Commissioner Abney, seconded by Commissioner Laranjo, and unanimously carried, the above Consent Calendar items were received as presented.

The Secretary submitted to the Board the Financial reports which include the Actual Year to Date Expenses and the Operating Reserve Analysis.

Upon a motion by Commissioner Abney, seconded by Commissioner Laranjo, and unanimously carried, the above Financial Reports were received as presented.

The Secretary submitted to the Board the HUD REAC inspections report.

Upon a motion by Commissioner Laranjo, seconded by Commissioner McCauley, and unanimously carried, the above HUD Inspections Report was received as presented.

The Secretary presented to the Board an updated Capital/ARRA Projects report regarding the Weidemann Court, Phase 5 Site, Hillside Homes, Earl Avenue Renovations, Chapel Terrace Painting, Park Holm, Energy Performance Contract and Maintenance Work at Park Holm, and Disaster Preparedness.

Upon a motion by Commissioner McCauley, seconded by Commissioner Laranjo, and unanimously carried, the report regarding the Capital/ARRA Project (s) updates were received as presented.

The Secretary presented to the Board the Newport Resident Council monthly report to be received.

Upon a motion by Commissioner Abney, seconded by Commissioner Laranjo, and unanimously carried, the monthly report regarding the Newport Resident Council was received as presented.

Commissioners' Request (s):

Commissioner Laranjo requested that an informal meeting take place 15 minutes prior to the regular monthly meeting to review Agenda items.

Attorney Nicholson advised that any discussion would be subject to the Open Meeting requirements and such discussion should occur during the Board's regular meeting. A brief meeting prior to a Board meeting is generally intended for the Chairman to identify administrative procedures that pertain to the Agenda.

Upon a motion by Commissioner Abney, seconded by Commissioner Laranjo, and unanimously carried, the meeting adjourned at 6:15 p.m.